

**Minutes of the
Bayfield County Personnel Committee Meeting
4:00 PM, July 6, 2023
Meeting was Held In Person in the County Board Room and virtually**

Members Present: Marty Milanowski, Mary Dougherty, Dennis Pocernich

Excused: Brett Rondeau, Fred Strand

Others Present: Mark Abeles-Allison County Administrator, Kristine Kavajecz-Human Resources Director, Kim Mattson-Accountant, Gail Reha-Bookkeeper, Elizabeth Skulan-Human Services Director, Kevin Johnson-Veteran Services Officer

Meeting called to order at 4:00pm by Vice-Chairman Dougherty

Public Comment: Skulan shared that she is not supportive of converting to a quarterly allocation for sick leave. She indicated that this could be a hardship for some staff.

Minutes of June 1, 2023: *Motion Milanowski, Pocernich to approve minutes of the June 1, 2023 Personnel Committee meeting. Motion Carried (3-0)*

New Positions and Reclassification Requests for 2024:

Skulan reported on the 3 positions that are being proposed for the Human Services Department in the 2024 budget. 2 new positions and one reclassification are proposed. The Human Services Board supports these proposals.

- 1) Mental Health Professional: New position in the Behavioral Health and Community Services Program Section. This position is primarily funded with non-county funds.
- 2) Children With Disabilities Program Supervisor: This would be a new position under the Family Services section. It would provide case management and supervision of 3 programs that are currently managed by the Aging and Disability Services Manager. The Aging & Disability Services section manager is unable to effectively oversee these programs with the amount of programs and staff in the section. The position would be under the supervision of the Family Services Section Manager, but would supervise two program staff.
- 3) Elderly Nutrition Program Supervisor: reclassification of the current Aging Services Coordinator position. This existing position would become a supervisory position responsible for staff and program oversight for the elderly meals program including: drivers, meal site managers and subs. The position would be under the supervision of the Aging and Disability Services Section Manager.

Kevin Johnson, CVSO, reported that his current Veteran Benefits Specialist has tendered her resignation. The position was increased from 50% to 75% in 2023. Johnson is proposing to increase the position to 100% in 2024. He feels that the position needs to be full-time in order to attract a qualified candidate and that the number of veterans served justify a full-time position.

Kim Mattson explained a request for additional staffing as a result of increased GASB standards and the additional work involved with grant management. The proposal would be to move the Accountant (reclassified to Finance Director) and Bookkeeper to the County Administrator's Office and to increase the current PT support staff position to Full-time to support the County

Administrator, Finance and Human Resources. Mattson reported that it is her goal to minimize the need for reliance on the auditors and meet the separation of duties requirements that are repeatedly identified in the audit. This would create a clerk vacancy in the County Clerk's office, which is proposed to be refilled as a full—time position to continue to support the County Clerk, Elections and County Administrator offices.

Criminal Justice and District Attorney's Office have proposed a new full-time Community Supervision Case Manager position for the Criminal Justice office. The activity is being piloted right now with existing staff.

Several Zoning related position options were discussed:

- The Health Department and Zoning Department are considering a shared position to coordinate Short Term Rentals, which involve both departments.
- Proposal to convert the seasonal office support position to a permanent part-time year-round support position.
- The committee discussed a full-time Building Inspector (UDC Inspector). Recommendation is to hold off on this for now.
- Comprehensive Plan Implementation position was discussed. Recommendation is to hold off on this for now.
- Establishing a Lead Assistant Zoning Administrator position to assist with administrative duties. This would be a reclassification of an existing staff person.

Summer Energy Intern for the Maintenance Department with Excel Energy paying half of the cost.

Increasing the .75FTE Fair Coordinator position to 1.0 FTE. This increase was approved by the Personnel Committee earlier in 2023.

2024 Budget Planning Topics

- a. WRS Contribution Levels for 2024 were reviewed. 6.9% General and 14.3% Protective Status.
- b. Employee Benefit Programs, Health, Dental, etc. 10% Health Insurance rate increase is budgeted for 2024. Dental premium figures will be shared at the next meeting to discuss the possibility of county contribution.

Policy Modifications:

Meal Reimbursements: *Motion Milanowski, Pocernich to increase the meal reimbursement rates to: Breakfast \$12, Lunch \$14, Dinner \$20 for a Total of \$46 per day effective January 1, 2024. Motion Carried (3-0)*

Vacation Clarification: *Motion Milanowski, Pocernich to approve the modification to section 3.1.6 of the vacation policy as presented. Motion Carried (3-0)*

- 3.1.6 Employees are permitted to carry-over up to 37.5 or 40 hours of vacation based on a work year of 1950 hours or 2080 as applicable with written approval from the Department Head and County Administrator. Regular part-time employees may carry over vacation on a pro-rata basis under the formula in section 1.2.2 of this Manual~~5-vacation days to the following year with written approval from the Department Head and County Administrator.~~ Vacation carried over to the following year must be used within 6 months.

Sick Leave Allocation: *Motion Milanowski, Pocernich to approve the modification to section 3.3.8 and 3.3.11 of the sick leave policy as presented. Motion Carried (3-0)*

3.3.8 Utilization and Accumulations

(Primary Sick Leave Bank) Sick leave earned after January 1, 2013 may accumulate up to 60 days. 450 hours for employees working a 1950 hour work year or 480 hours for employees working a 2080 hour work year.

3.3.11 First Year Employees:

Eligible full-time employees hired after January 1, 2020 shall be allocated ~~five (5) sick days leave~~ upon hire in addition to the allocation identified in 3.3.1. The allocation shall be 37.5 hours for employees working a 1950 hour work year or 40 hours for employees working a 2080 hour work year.

Regular part-time employees will receive an allocation on a pro-rata basis under the formula in section 1.2.2 of this Manual.

Employees may elect to use sick leave accrued for any purpose during their first year of employment.

Reports

- a. Personnel Financial Report as of June 30, 2023: The May report shows overall payroll expenses county wide at 46%. End of June is 50% through the year. Net increase over this time last year, \$1.2 million.
 - i. General Fund: 47%, up \$800k from last year
 - ii. Human Services: 43%, up \$230k from last year
 - iii. Highway: 48%, up \$75k from last year.
- b. HR Report was included in the meeting packet and was reviewed.
- c. Exit Interview Summary. A high-level summary review of Exit Interview comments from Exit Interviews conducted over the past year was reviewed. Care was taken to protect the confidentiality of participants.

Motion Milanowski, Pocernich to enter into closed session pursuant to Wisconsin Statutes §19.85(1) (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Discussion and Possible action Regarding Approval of Closed Session Minutes of June 1, 2023. Motion Carried (3-0) Entered closed session at 5:30pm

Motion Milanowski, Pocernich to return to open session. Motion Carried (3-0). Returned to open session at 5:30pm.

Meeting adjourned at 5:30pm.

Minutes respectfully submitted by Kristine Kavajecz